



**MONTANA STATE HOSPITAL
MENTAL HEALTH CENTER
POLICY AND PROCEDURE**

STAFF ORIENTATION

Effective Date: January 10, 2003

Policy #: TCU-08

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- I. PURPOSE:** To define orientation for staff members assigned to the Transitional Care Unit (TCU).
- II. POLICY:** All staff members assigned to work on the TCU will have been oriented to the essential elements and routines of the care environment. Documentation of this orientation will be maintained in the continuing education of each employee.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Team Leader: to ensure the TCU orientation is provided to each staff member assigned to work on the TCU.
 - B. Human Resources Department: to ensure personnel records reflect the TCU orientation has been completed.
- V. PROCEDURE:**
 - A. The Nurse Manager, or their designee, will review all vital elements of the TCU with each staff member working in this area and provide them with opportunities to have their questions answered.
 - B. The attached orientation checklist will be completed and initialed by the employee, then signed by the Nurse Manager (or designee).
 - C. The Nurse Manager will maintain records of the TCU Staff Orientation Checklist.
 - D. Whenever possible, the Staffing Office will assign only staff members who have completed the TCU orientation to work in that area.
- VI. REFERENCES:** Administrative Rules of Montana, Mental Health Center: Organizational Structure 37.106.1907
- VII. COLLABORATED WITH:** Director of Human Resources, Director of Nursing Services, and Director of Quality Improvement and Public Relations.

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XII. ATTACHMENTS: Attachment A: [Transitional Care Unit Staff Orientation Check List](#)

_____/_____/_____
Thomas Gray, MD Date
Medical Director

Staff Being Oriented _____. Date: ____/____/____.

Transitional Care Unit (T.C.U.) Staff
Orientation Check List

_____ Unit Rules

- * No Threatening or Committing Acts of Self Harm
- * No Threatening or Committing Acts of Harm to Others
- * No Leaving The Campus Of M.S.H. Without Permission
- * No Dangerous Items Including Drugs or Alcohol in Possession

_____ Potential Consequences for rule violations;

- * Immediate restriction to the T.C.U. until treatment team review.
- * Treatment team review of continued eligibility for T.C.U.
- * Possible return to hospital setting.

_____ Staff Responsibilities in event of a Rule Violation

- * Restrict patient to unit (to maintain safety)
- * Notify (1) House Supervisor, (2) Team Leader, (3) others as may be appropriate.

_____ Treatment Expectations;

- * personal space upkeep;
- * personal hygiene maintenance;
- * personal laundry upkeep;
- * unit chores;
- * personal schedule maintenance;
- * appointment setting;
- * cooking;
- * continuation of treatment and recovery;
- * observe and record medication self-administration;
- * observe for and report side effects, adverse reactions and compliancy

_____ Patient Grievance Procedures:

_____ Patient Rights:

- * Give resident a copy of their patient rights.
- * Discuss patient rights and have resident sign off.

_____ Unit Routines

- * Wake up call at 7:00 AM
- * Breakfast served at 8:00 AM
- * Kitchen clean up 8:30 AM
- * Schedule Review 8:30AM to 9:00 AM
- * House shut down 10:00 AM till 2:00 PM, (Monday thru Friday).
- * Check in.2:45 PM.
- * Schedule Review 3:15 PM to 4:00 PM
- * Check in 8:30 PM
- * Daily Review 8:00 PM to 10:00 PM.

_____ Safety and Emergency Procedures

_____ Case Coordinator Responsibilities

- * Orientation of patients.
- * Treatment Plan Review with Patient.
- * Weekly Review of Patient Displayed Expectation Competencies.
- * Review of patient's Self Progress Note.
- * Communication with (1) treatment teams, (2) team Leader.

Person Conducting the Orientation _____.